



UNIT
A

Word 2010

Microsoft Word 2010 - Illustrated

Unit A **Creating Documents** **with Word 2010**

Objectives

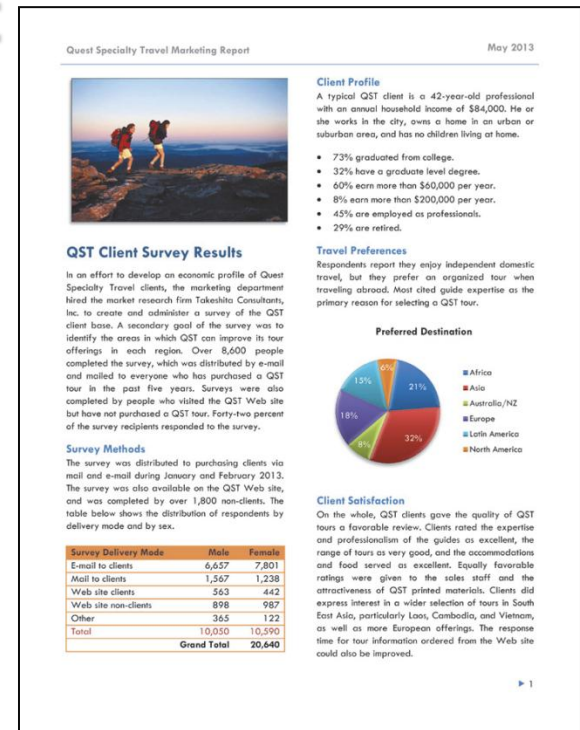
- Understand word processing software
- Explore the Word program window
- Start a document
- Save a document

Objectives (continued)

- Select text
- Format text using the Mini toolbar
- Create a document using a template
- View and navigate a document

Unit Introduction

- Microsoft Word is a **word processing program** used to create:
 - Letters
 - Memos
 - Newsletters
 - Research papers
 - Web pages
 - Business cards
 - Resumes
 - Financial reports
 - Other types of documents



Understanding Word Processing Software

- A word processing program is software that allows you to enter, edit, and format text and graphics
 - Copy and move text
 - Format text with fonts and color
 - Format and design page layout
 - Insert tables, charts, diagrams, and graphics
 - Use mail merge to create form letters
 - Share documents securely
- The files you create using Word are called **documents**

Understanding Word Processing Software (continued)

Graphic

Quest Specialty Travel Marketing Report

May 2013



Formatted
text

QST Client Survey Results

In an effort to develop an economic profile of Quest Specialty Travel clients, the marketing department hired the market research firm Takeshita Consultants, Inc. to create and administer a survey of the QST client base. A secondary goal of the survey was to identify the areas in which QST can improve its tour offerings in each region. Over 8,600 people completed the survey, which was distributed by e-mail and mailed to everyone who has purchased a QST tour in the past five years. Surveys were also completed by people who visited the QST Web site but have not purchased a QST tour. Forty-two percent of the survey recipients responded to the survey.

Survey Methods

The survey was distributed to purchasing clients via mail and e-mail during January and February 2013. The survey was also available on the QST Web site, and was completed by over 1,800 non-clients. The table below shows the distribution of respondents by delivery mode and by sex.

Survey Delivery Mode	Male	Female
E-mail to clients	6,657	7,801
Mail to clients	1,567	1,238
Web site clients	563	442
Web site non-clients	898	987
Other	365	122
Total	10,050	10,590
Grand Total	20,640	

Table

Client Profile

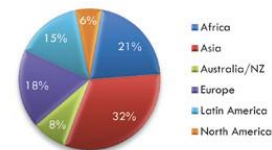
A typical QST client is a 42-year-old professional with an annual household income of \$84,000. He or she works in the city, owns a home in an urban or suburban area, and has no children living at home.

- 73% graduated from college.
- 32% have a graduate level degree.
- 60% earn more than \$60,000 per year.
- 8% earn more than \$200,000 per year.
- 45% are employed as professionals.
- 29% are retired.

Travel Preferences

Respondents report they enjoy independent domestic travel, but they prefer an organized tour when traveling abroad. Most cited guide expertise as the primary reason for selecting a QST tour.

Preferred Destination



Client Satisfaction

On the whole, QST clients gave the quality of QST tours a favorable review. Clients rated the expertise and professionalism of the guides as excellent, the range of tours as very good, and the accommodations and food served as excellent. Equally favorable ratings were given to the sales staff and the attractiveness of QST printed materials. Clients did express interest in a wider selection of tours in South East Asia, particularly Laos, Cambodia, and Vietnam, as well as more European offerings. The response time for tour information ordered from the Web site could also be improved.

Header

Bulleted
list

Chart

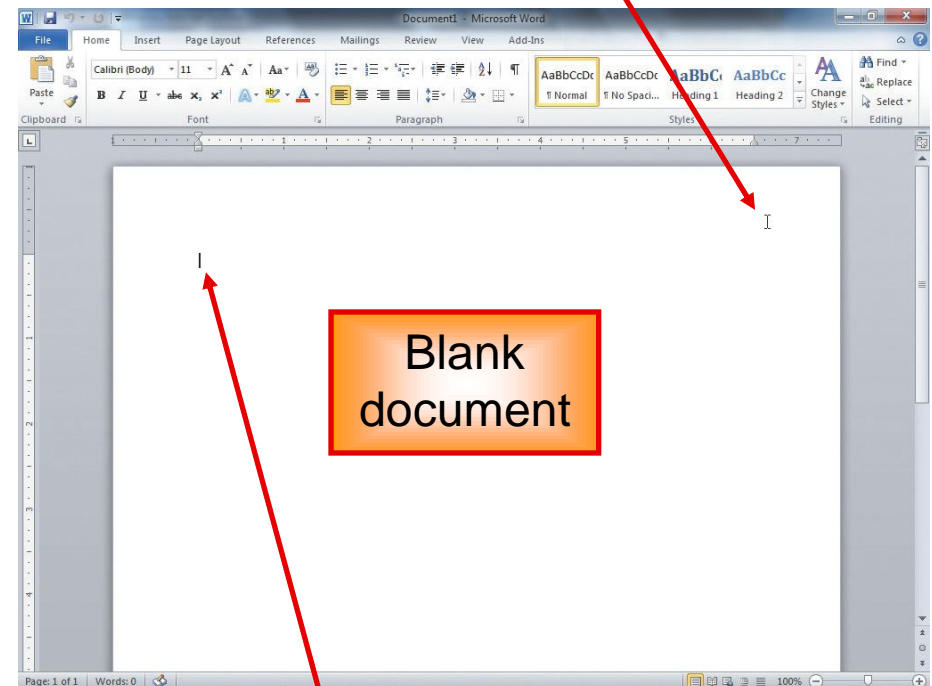
Column

Understanding Word Processing Software (continued)

- Plan a document before you create it
 - Identify:
 - **Message**
 - **Audience**
 - **Elements** to include (charts, tables, etc.)
 - Appropriate tone and look for the document (formal, playful, etc.)
- The **purpose of** and **audience** for a document determine its design

Exploring the Word Program Window

- The Word program window opens and displays a blank document in Print Layout view
- The insertion point indicates where text appears when you type



I-beam pointer

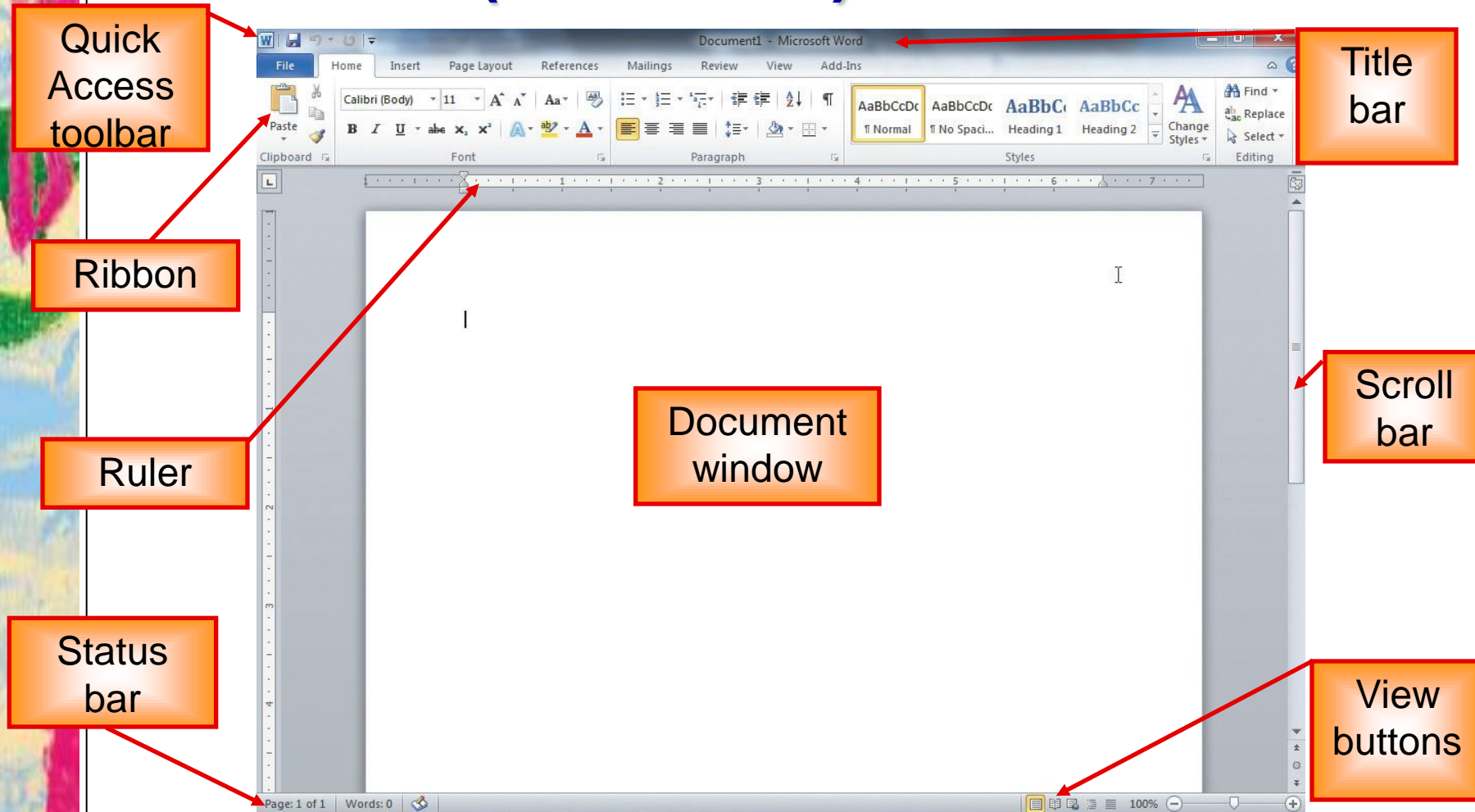
Blank document

Insertion point

Exploring the Word Program Window (continued)

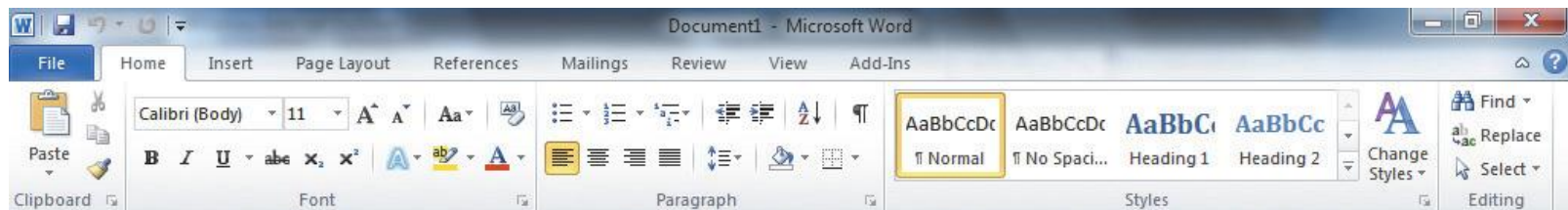
- The mouse pointer changes shape depending on its location in the Word program window
- Each pointer is used for a different purpose
- Click and type pointers position the insertion point and apply paragraph formatting
- A ScreenTip appears when you point to a button or element in the Word program window

Exploring the Word Program Window (continued)



Exploring the Word Program Window (continued)

- The **Ribbon** contains tabs
 - **Tabs** include buttons for commands related to editing and formatting documents
 - Commands are organized in groups
- **Quick Access toolbar** contains frequently used commands and is customizable



Exploring the Word Program Window (continued)

- The Word program window
 - **Title bar** displays the program and document names
 - **File tab** provides access to Backstage view, which contains commands related to managing and sharing documents:
 - Create, open, save, and print a document
 - Share a document
 - Access Word Options dialog box
 - **Microsoft Office Help button** provides access to the Word Help system

Exploring the Word Program Window (continued)

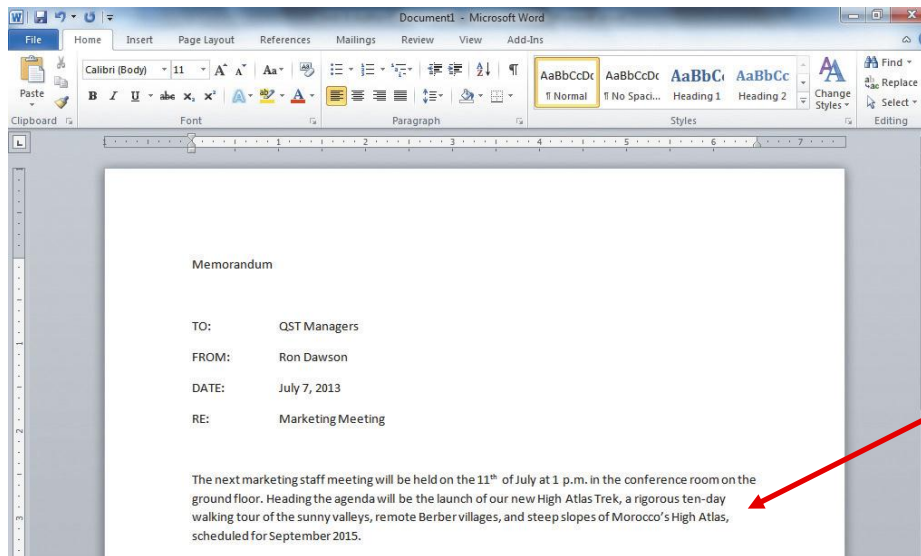
- The Word program window (cont.)
 - **Document window** displays the current document
 - **Rulers** show margin, tab, and indent settings
 - **Scroll bars** are used to display different parts of the document in the document window

Exploring the Word Program Window (continued)

- The Word program window (cont.)
 - **Status bar** shows page information, the location of the insertion point, and the on/off status of several Word features
 - Status bar includes:
 - **View buttons**
 - **Zoom level button** and **Zoom slider**

Starting a Document

- Begin a new document by typing in a blank document in the document window
- Word includes a word-wrap feature
 - As you type, the insertion point moves automatically to the next line when you reach the right margin
 - Press [Enter] only when you want to start a new paragraph or insert a blank line



Wrapped text

Starting a Document (continued)

- Insert text in a document by clicking to move the insertion point and then typing
- Press [Tab] to indent text
- Delete text
 - Press [Backspace] to delete the text before the insertion point
 - Press [Delete] to delete the text after the insertion point

Starting a Document (continued)

- Automatic features that might appear as you type:
 - AutoComplete
 - AutoCorrect
 - Spelling and Grammar

Saving a Document

- To store a document permanently, you must save it as a file
- When you save a file you give it a name, called a filename, and indicate the location to store the file
 - A filename identifies the file
 - Files can be stored on an internal hard disk, on a CD or jump drive, or in another location
- Saving a file allows you to close the file and open it later for editing or printing

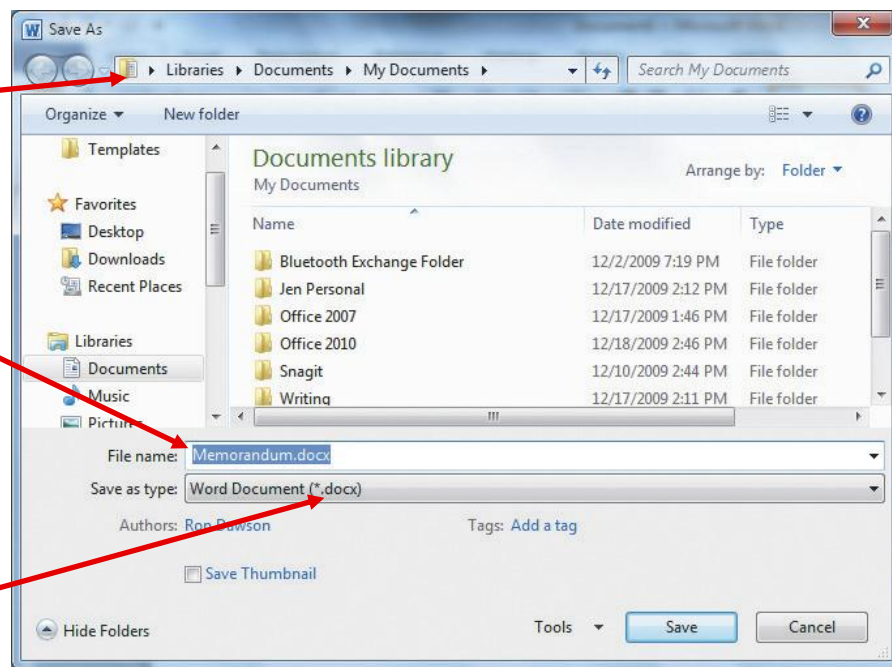
Saving a Document (continued)

- Save a file for the first time using the Save button on the Quick Access toolbar or the Save command on the File tab
- Assign a filename and a file location to a document using the Save As dialog box

Location of the file

Filenames should be brief and descriptive

.docx file extension indicates the file is a Word document



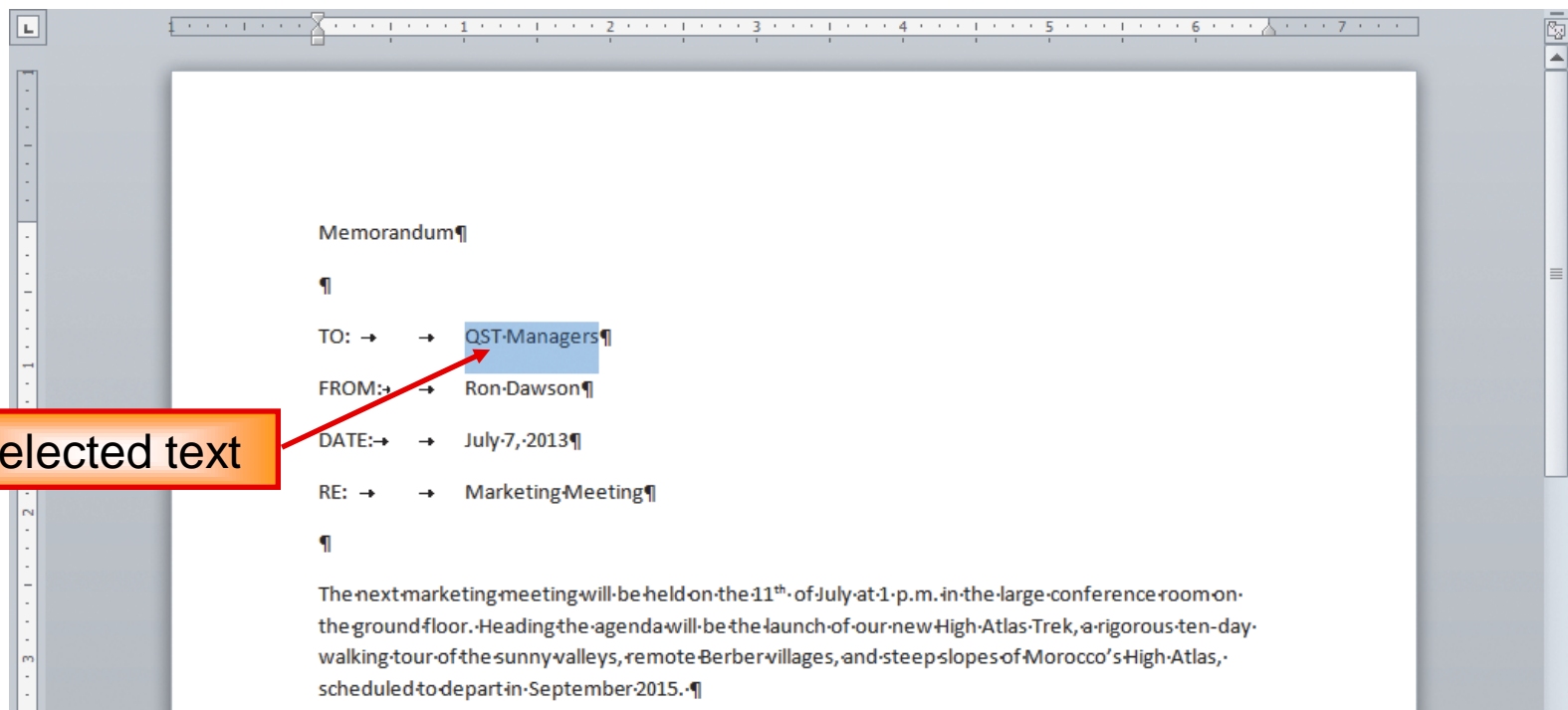
Saving a Document (continued)

- After you save a file for the first time, save frequently as you work
 - Saving updates the stored copy of the file with your changes
 - Save changes using the Save button, the Save command, or [Ctrl][S]
- Store files on your SkyDrive so you and your colleagues can access and edit documents online

Selecting Text

- You must **select** text before deleting, editing, or formatting it
 - Click and drag the I-beam pointer across text to select it
 - Selected text is highlighted

Selecting Text (continued)



Selecting Text (continued)

- **Formatting marks** are special characters that appear on screen to help you edit and format text
- Formatting marks do not print
- Use the Show/Hide ¶ button to turn the display of formatting marks off and on

This formatting mark indicates a blank line or the end of a paragraph

Memorandum¶

¶

TO: → → QST-Managers¶

FROM:→ → Ron-Dawson¶




DATE:→ → July-7, 2013¶

RE: → → Marketing-Meeting¶

Selecting Text (continued)

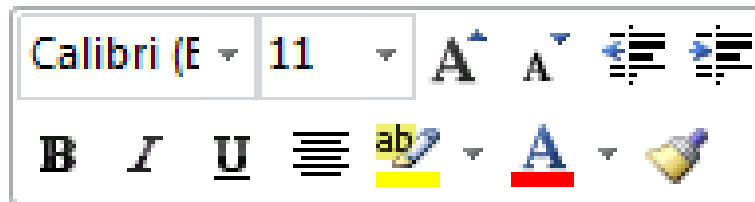
- To select text quickly, learn to use the mouse to select words, lines, paragraphs, and other large blocks of text

Methods for selecting text

to select	use the pointer to
Any amount of text	Drag over the text
A word	Double-click the word
A line of text	Click with the  pointer to the left of the line
A sentence	Press and hold [Ctrl], then click the sentence
A paragraph	Triple-click the paragraph or double-click with the  pointer to the left of the paragraph
A large block of text	Click at the beginning of the selection, press and hold [Shift], then click at the end of the selection
Multiple nonconsecutive selections	Select the first selection, then press and hold [Ctrl] as you select each additional selection
An entire document	Triple-click with the  pointer to the left of any text; press [Ctrl][A]; or click the Select button in the Editing group on the Home tab, and then click Select All

Formatting Text Using the Mini Toolbar

- Includes the most **commonly used** text and paragraph formatting commands
- Appears faintly above selected text
- Becomes solid when you point to it
- Right-click selected text if the Mini toolbar disappears

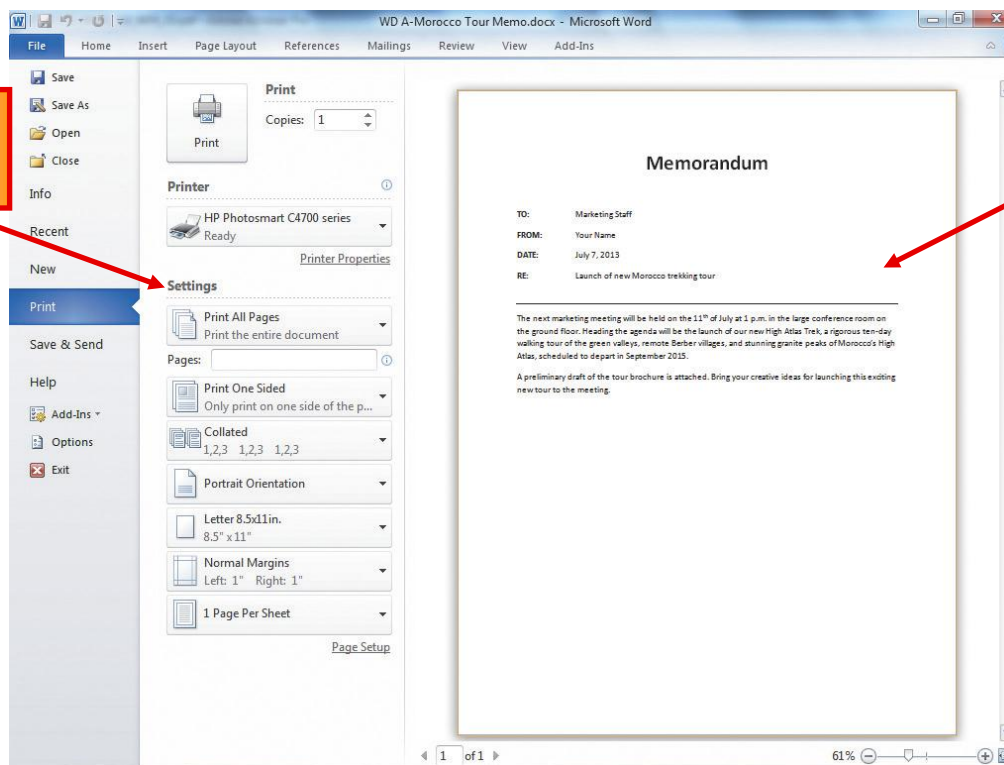


Memorandum

Formatting Text Using the Mini Toolbar (continued)

- Printing a document – before printing a document, examine it for errors in Backstage view

Printing options



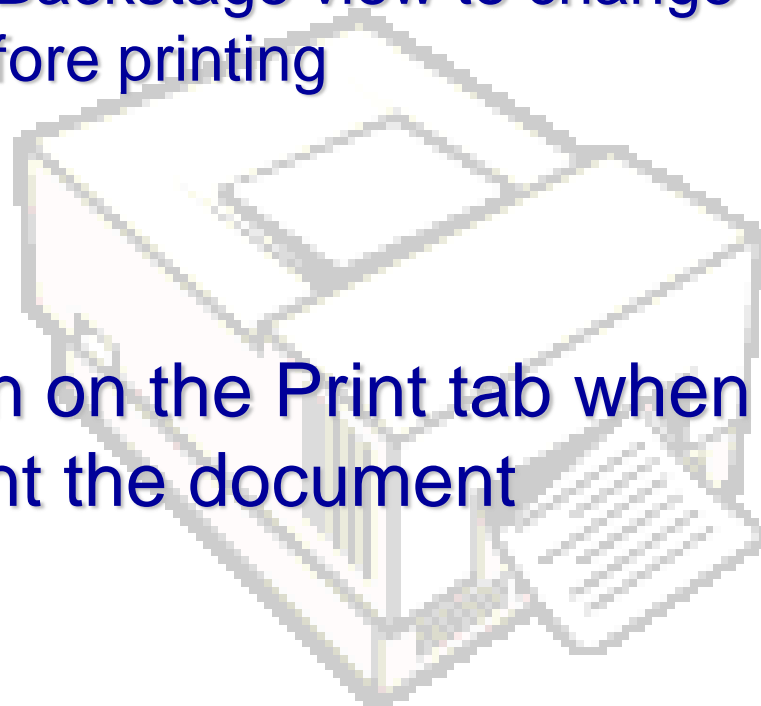
Preview of how the document will be printed

Formatting Text Using the Mini Toolbar (continued)

- The Print tab in Backstage view shows a preview of how the document will look when printed
 - Enlarge the view of the document to see details
 - Reduce the view to see the overall layout
 - Press [Esc] or click the Home tab to close Backstage view and correct any mistakes
- Click the File tab to open Backstage view, then click Print to open the Print tab

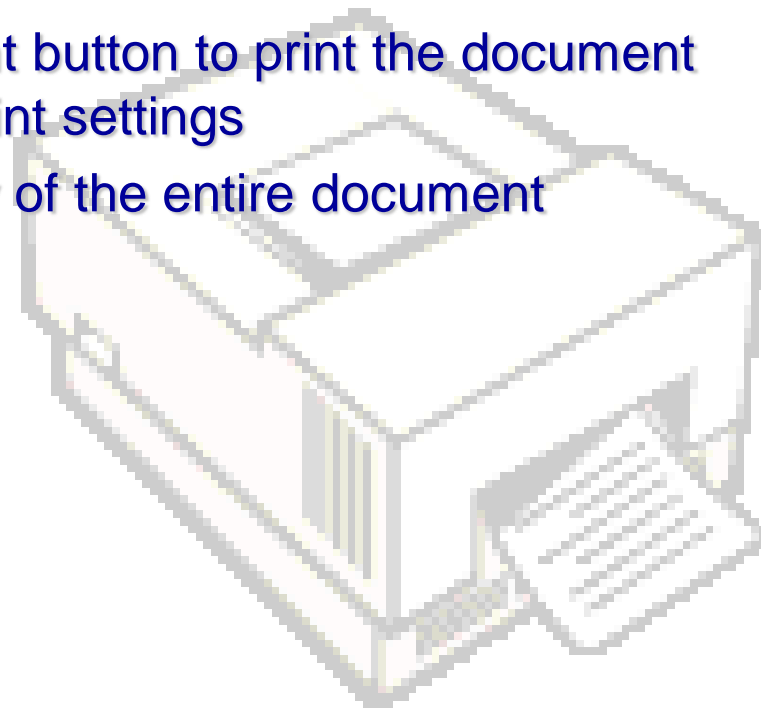
Formatting Text Using the Mini Toolbar (continued)

- Print a document after proofing a document and correcting errors
 - Use the Print tab in Backstage view to change the print settings before printing
 - Number of copies
 - Page range
 - Default printer
- Click the Print button on the Print tab when you are ready to print the document



Formatting Text Using the Mini Toolbar (continued)

- Print a document (con't)
 - The Quick Access toolbar can be customized to include the Quick Print button
 - Click the Quick Print button to print the document using the default print settings
 - Prints a single copy of the entire document



Creating a Document Using a Template

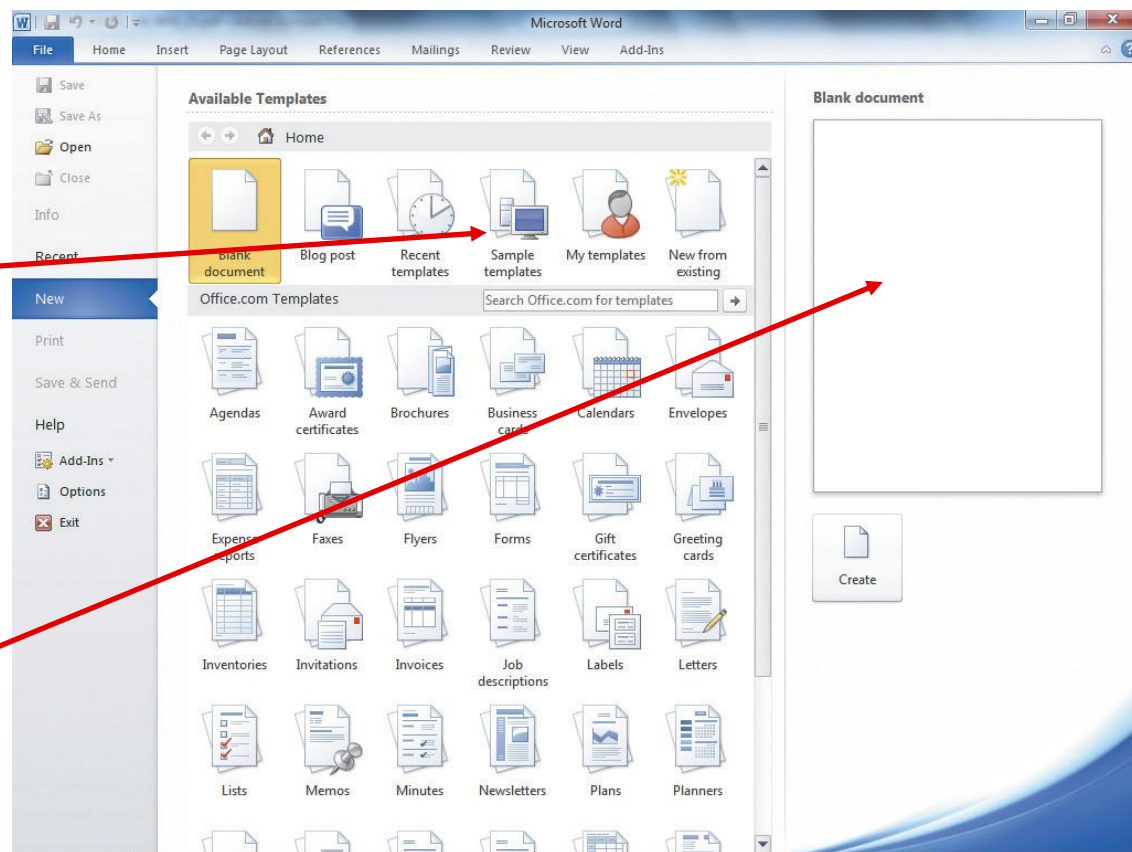
- A template helps you create a formatted document quickly
 - A **template** is a formatted document that contains placeholder text
 - You replace the placeholder text with your own text and save the file with a new filename
 - Word includes templates for faxes, letters, reports, brochures, and other types of documents

Creating a Document Using a Template (continued)

- New tab in Backstage view

Click for list of Installed Templates

Preview



Creating a Document Using a Template (continued)

- Replace placeholder text with your information

Inserted
text

7/7/2013

TO: Kai Haketa, Guest

FAX: 1-212-44-555-1510

HOTEL MARRAKECH, ROOM 1275

FROM: Your Name

FAX: 619-555-0937

PHONE: 619-555-1223

PAGES: 3, including cover sheet

RE: High Atlas tour brochure

CC:

COMMENTS:
[Type comments]

FAX

[Type the sender company name] [Type the company address] [Type

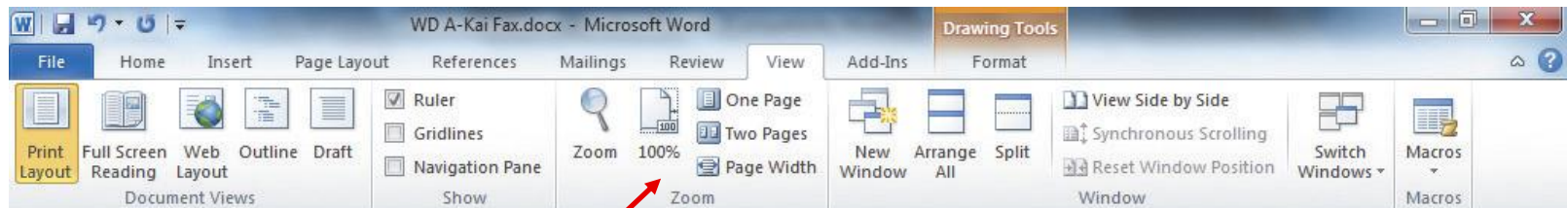
Placeholder
text

Creating a Document Using a Template (continued)

- Using the Undo, Redo, and Repeat commands
 - Reverse the last action with the **Undo button**
 - Restore a change that you reversed with the **Redo button**
 - Repeat a change with the **Repeat command** on the Edit menu

Viewing and Navigating a Document

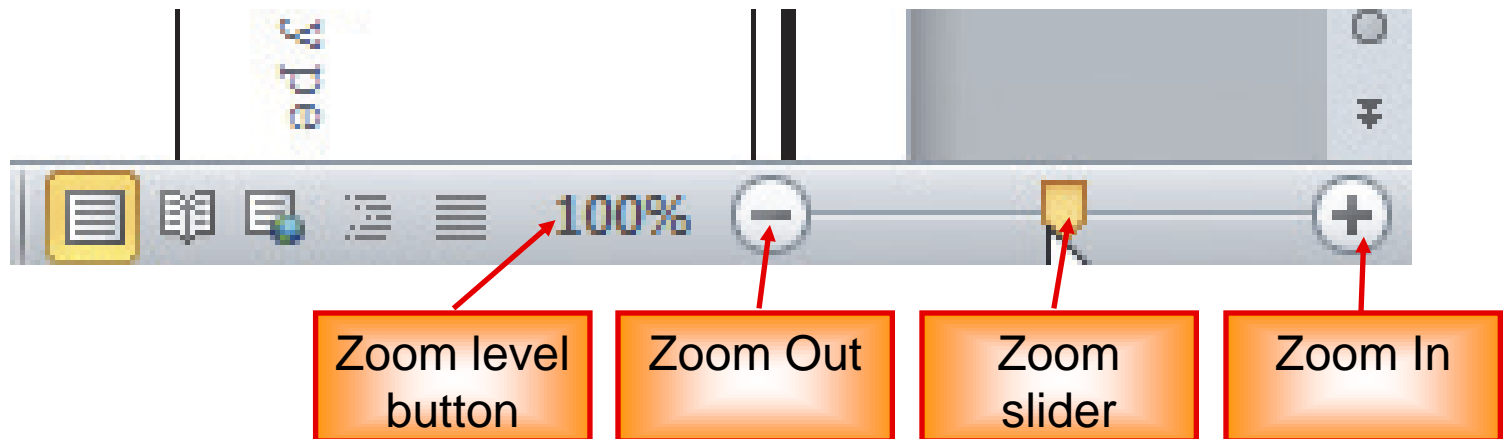
- Zoom feature
 - Enlarge document for a close-up view
 - Reduce document for an overview of the layout
- Use tools in the Zoom group on the View tab



Zoom group

Viewing and Navigating a Document (continued)

- Use the Zoom level button on the status bar
- Use the Zoom slider on the status bar



Viewing and Navigating a Document (continued)

- Scroll to display different parts of a document
- Drag the scroll box up or down in the Vertical scroll bar
- Drag the scroll box right or left in the Horizontal scroll bar
- Click the Previous Page button
- Click the Next Page button

Viewing and Navigating a Document (continued)

- Word includes different **views**, or ways of displaying a document
 - **Print Layout view** displays a document as it will look on a printed page
 - **Full Screen Reading view** displays document so it is easy to read onscreen

Viewing and Navigating a Document (continued)

- Word document views (cont.)
 - **Web Layout view** displays a document as it will look when viewed on a computer screen using a Web browser
 - **Outline view** displays the headings in a document in outline form
 - **Draft view** shows a simplified layout of a document, without margins, headers and footers, or graphics

Summary

- When you start Word, a blank document opens in the document window
- To create a new document, begin typing in the blank document
- Save the new document with a descriptive filename
- As you edit the document, save your changes to it often

Summary (continued)

- Select text as you work
- Format text using the Mini toolbar
- Create documents based on templates
- Use the Word Zoom feature to enlarge or reduce the size of a document
- Display your document using different Word views

Summary

- Preview a document in Backstage view before printing
- Save, print, and then close the document
- When you are finished editing and creating documents, close all open files, and then close Word